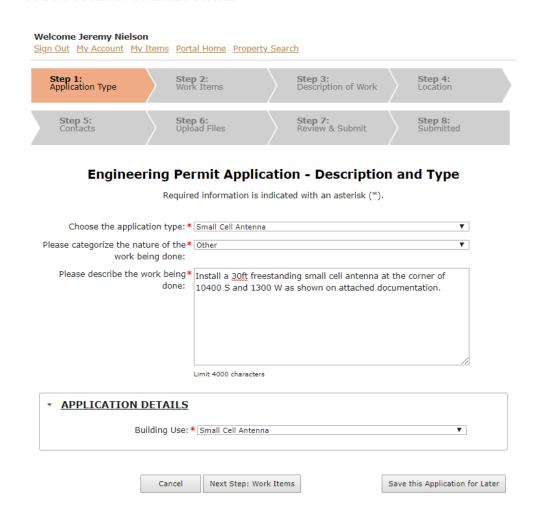
PROCESS TO SUBMIT SMALL CELL APPLICATION [updated 11/22/19]

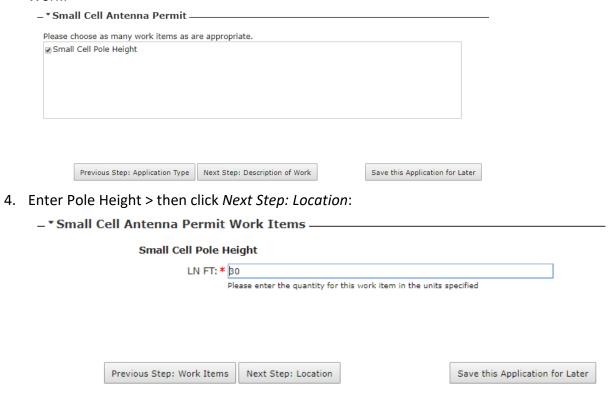
1. Go to: https://cityview.southjordanutah.gov/cityviewportal/ and click Apply for an Engineering Permit



2. Fill in all boxes for Step 1: Application Type (see below example) > then click *Next Step: Work Items*: **SOUTH JORDAN ONLINE PORTAL**



3. Check the box for *Small Cell Pole Height* on the Work Items page > then click *Next Step: Description of Work*:

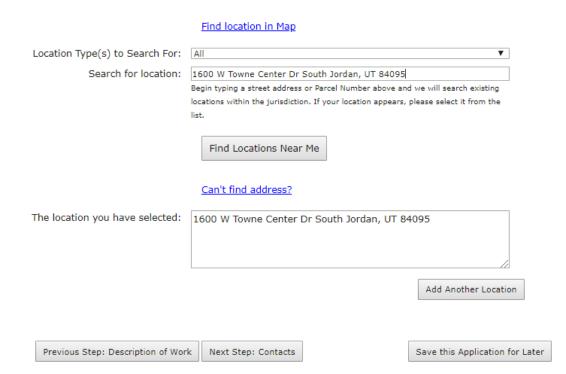


5. Enter the street address where the facility will be installed, if the location appears please select it from the list > then click *Next Step: Contacts*:

Engineering Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (*).

A valid address or parcel number within the city limits must be provided. If you are applying to build on a recently subdivided property and the parcel number has not been assigned yet, please contact the city Building Department.



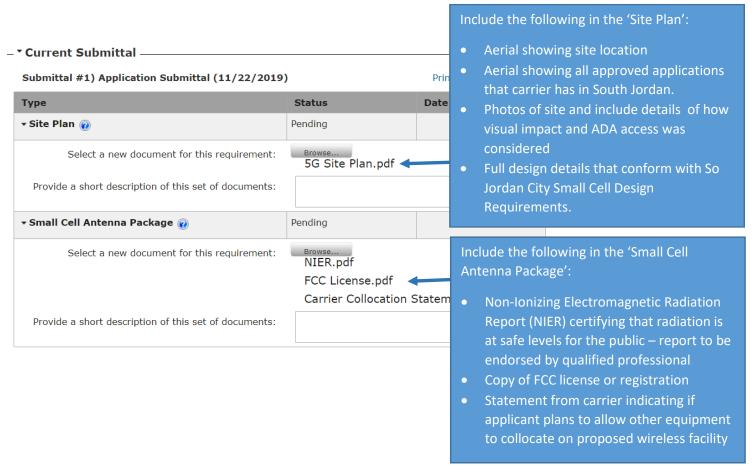
6. Enter Contact information for **both the Carrier and the Consultant** (if applicable) > then click *Next Step: Upload Files*:

Engineering Permit Application - Contacts

Required information is indicated with an asterisk (*).

	Туре	Contact	
	Property Owner	SOUTH JORDAN CITY, Address:1600 W TOWNE CENTER DR	
	Applicant	Jeremy Nielson, Address: 1600 W Towne Center Dr	Include contact information for both applicant and carrier.
X	Utility Co	Verizon, Address:1600 W Towne Center Dr	

7. Upload Site Plan, NIER endorsement and FCC license as shown below > then click *Next Step: Review & Submit*:



8. Review application and click back if anything needs to be modified > then certify that design complies with the laws and ordinances governing this type of work (ensure that you have reviewed South Jordan City Small Cell Design Requirements- http://www.sjc.utah.gov/wp-content/uploads/2018/12/Small-Cell-Design-Guide-Rev-D.pdf) > then proceed with payment and final submission.

Summary of Shot Clock & Fees:

- Contractor must get an encroachment permit prior to starting any construction in the street. Encroachment permit will include review of traffic control plan and verification of insurance and bonds.
- Installation must be done within 270 days after application approval (otherwise application expires).
- Application is valid for 10 years.
- Permit fee is \$100 for each small wireless facility or \$250 for each freestanding installation. The system will automatically bill \$100 when submitting application, but then any balance remaining will be due prior to issuing final application approval.
- City will review application for completeness within 10 days
- City will approve or deny application within:
 - o 60 days for in-strand antenna
 - o 60 days for collocation of a small wireless facility
 - o 150 days for a new, modified or replacement utility pole
- If application is denied, carrier may cure deficiency within 30 days to avoid paying an application fee.